

**From:** Andrea Jarratt < >  
**Sent:** Thursday, 15 November 2018 11:31 AM  
**To:** Darrin Moy < >  
**Subject:** FW: Rohan Muscat - National Registrar

**UNCLASSIFIED**

Dear Darrin

Please see the email below from Rohan outlining the arrangements in relation to his admission to practice. I have also attached the National Registrar job description which includes the following:

*Formal Qualifications: This position may require the occupant to perform statutory legal functions, as*

**Attachment to document 03  
Disclosed under FOI**

*necessary. Therefore, legal qualifications and admission as a practitioner of the High Court and/or the Supreme Court of a State or Territory of Australia is essential.*

As previously discussed, these formal qualifications are included in the National Registrar job description as one of the duties of the position, as described under 'Other aspects of the role', is that the *Registrar where appropriate, perform delegated judicial functions pursuant to the Federal Court of Australia Act 1976 (Cth) and other legislative instruments, as performed by Judicial Registrars of the Court, such as in the area of costs, duty registrar practice and determining certain insolvency applications*. National Registrars undertaking this work is one of the features of the new national arrangements for the management and allocation of registrar work as it will increase the capacity of Judicial Registrars to provide additional support to judges. Rohan will not be undertaking this delegated judicial work until he is admitted to practice, however he is undertaking all the other duties of a National Registrar as set out in the job description.

Please give me a call to discuss.

Kind regards

Andrea

**From:** Rohan Muscat  
**Sent:** Monday, 12 November 2018 5:25 PM  
**To:** Andrea Jarratt <[mailto:Andrea.Jarratt@australia.gov.au](#)>  
**Subject:** RE: Rohan's Admission

UNCLASSIFIED

Hi Andrea

Further to my email below, I understand that I will need to undertake the following process for my admission into the legal profession:

1. Last assessment for the College of Law (**COL**) due 21 November 2018.
2. I submit a number of forms, checklists and evaluations signed by my supervisor to the COL to prove I have completed at least 15 days' legal work experience concurrently with my COL studies.
3. The COL sends me confirmation of completion of the course.
4. I send that confirmation of completion (alongside 2 character references and payment of \$900) to the Legal Profession Admission Board (**LPAB**) to apply for my admission.
5. A few weeks later the LPAB should confirm the date of my admission.
6. The next admission ceremony date that I have been informed I am eligible for is on **8 February 2019**.

Please let me know if you have any questions.

Kind regards  
Rohan



Rohan Muscat | National Registrar  
National Operations Team | Federal Court of Australia | NSW District Registry  
P (02) | E | W [www.fedcourt.gov.au](http://www.fedcourt.gov.au)

**From:** Andrea Jarratt  
**Sent:** Tuesday, 23 October 2018 2:37 PM  
**To:** Rohan Muscat <  
**Subject:** RE: Leave requests - December 2018 & Jan - Dec 2019

**UNCLASSIFIED**

Dear Rohan

Can you please give me a call when you have a minute.

Many thanks

Andrea

**From:** Rohan Muscat  
**Sent:** Tuesday, 23 October 2018 9:23 AM  
**To:** Andrea Jarratt  
**Subject:** RE: Leave requests - December 2018 & Jan - Dec 2019

**UNCLASSIFIED**

Hi Andrea

Thank you for your email.

I confirm that I have read the induction materials.

Leave Requests

Please find below my leave requests for the remainder of 2018 and the 2019 year:

- **24 December 2018 – 4 January 2019** (i.e. to take leave on 24 December 2018, and then not have any deductions from my leave for the remaining days, as I understand they are “closedown days”); and
- **5 August 2019 – 2 September 2019** (this is merely tentative at this stage and will likely

be a shorter period if I do book a holiday at this time).

- As discussed, can I please also request to have **Friday 2 November 2018** off, and a half day (until 12pm) on **Friday 9 November 2018 as flex**? I need to travel to Queensland for my cousin's wedding, and I have my friend's admission ceremony, on those dates.

Admission

As discussed, I finish College of Law on 21 November 2018, and will likely be admitted on 8 February 2019. I will continue making enquiries for an earlier admission and will keep you updated. My sincerest apologies for any inconvenience.

Please let me know if there is any other information you require, or whether Sia/David would prefer my leave dates to be tweaked.

Kind regards  
Rohan



Rohan Muscat | National Registrar

National Operations Team | Federal Court of Australia | NSW District Registry  
P (02) | E | W [www.fedcourt.gov.au](http://www.fedcourt.gov.au)

**From:** Andrea Jarratt

**Sent:** Wednesday, 17 October 2018 1:07 PM

**To:** Adam Bundy >; Alison Hird < [au](#); Amanda Saleh. ; Caitlin Wu < [au](#); Catherine Forbes David Priddle ; David Pringle Lauren McCormick Meredith Cridland ; Rohan Muscat Simon Haag Sophie Bird Stephanie Sanders Suzanne Carlton Tuan Van Le

**Subject:** Leave requests - December 2018 & Jan - Dec 2019

**UNCLASSIFIED**

Hi everyone

Can you please send me your recreation leave requests for December 2018 & January – December 2019. Once I have everyone's leave requests, I will discuss it with Sia and then confirm the leave arrangements. Can you also please let me know if you don't have any leave planned or if you have tentative leave dates in 2019.

- David Priddle/David Pringle/Marc/ Meredith/Suzanne – thank you for already providing your leave requests for December 2018/January 2019. If you have any leave requests for the period February 2019 – December 2019, please let me know.

- Tuan/Adam - thank you for already providing your leave requests for 2019.

To assist you with your leave requests, I have set out below the leave arrangements over the Christmas and New Year period as per the Court's Enterprise Agreement:

***Maintaining operations over the Christmas and New Year period***

*48.10. Subject to the following provisions for maintaining registry operations over the Christmas and New Year period, employees will be provided with time off for the working days between Christmas and New Year's Day. Employees will also be provided with time off for the three working days immediately following New Year's Day. Employees will be paid in accordance with their ordinary hours of work for these days. Where an employee is absent on leave, payment for the Christmas/New Year closedown period will be in accordance with the entitlement for that form of leave.*

*48.11. There will be no deduction from annual or personal leave credits for the closedown days.*

*48.12. The Court will staff operations during the closedown period on a voluntary basis wherever possible but may require employees to work for one or more days to maintain its operations. Employees required to work for one or more days:*

- a. *will be paid for each day worked as if it was a normal working day for the employee, and*
- b. *are entitled to take TOIL for the hours worked at a time convenient to the employee and their manager but no later than the following 30 June.*

In essence, the leave arrangements over this period are as follows:

- Tuesday, 25 December 2018 (Public Holiday – Christmas Day)
- Wednesday, 26 December 2018 (Public Holiday – Boxing Day)
- Thursday, 27 December 2018 (Leave – subject to maintaining operations)
- Friday, 28 December 2018 (Leave – subject to maintaining operations)
- Monday, 31 December 2018 (Leave – subject to maintaining operations)
- Tuesday, 1 January 2019 (Public Holiday – New Year's Day)
- Wednesday, 2 January 2019 (Leave – subject to maintaining operations)
- Thursday, 3 January 2019 (Leave – subject to maintaining operations)
- Friday, 4 January 2019 (Leave – subject to maintaining operations)

It is anticipated that over this period we will only need to have very limited staff to manage allocations and appeals. Catherine and Caitlin have agreed to cover this workload during that period. You should assume that you are not required to work from 25 December 2018 until 4 January 2019, however if you would like to work over this period and then take the leave prior to 30 June 2019 please let me know.

Kind regards

Andrea

**Andrea Jarratt | Director National Operations**

National Operations Team | Federal Court of Australia |

p. 03 | e.

| [www.fedcourt.gov.au](http://www.fedcourt.gov.au)